



**EXCELSIA  
COLLEGE**  
Sydney - Australia

**THIS PROCEDURE IS CURRENTLY UNDER REVIEW**

**Document Name**

**INCIDENT REPORTING PROCEDURE**

**Document Number**

**WP-WHS-01**

**Document Status**

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## Purpose and Scope

This procedure details the process for reporting all work-related incidents to meet Excelsia College Work Health and Safety Policy, WHS Regulations, WHS Act, WorkCover NSW and other legal requirements.

Incidents involving actual or allegations of abuse or reportable conduct must NOT be reported using this process; refer to:

- Excelsia College Grievance Procedure.

Privacy Note: The information collected on the Excelsia College Incident Report is used for the reporting of incidents to Excelsia College, its insurers, and government agencies as required by law.

## Procedure

**WARNING: This procedure must be completed within 24 hours of an incident occurring. Failure to complete this procedure within this timeframe may place Excelsia College in breach of its legal obligations and expose to significant fines or prosecution.**

When an incident occurs:

- a) The injured person or a witness must verbally notify your supervisor of the incident as soon as possible after the event (and before leaving the College at the end of the shift).
- b) Assist any injured person, obtain first aid or medical treatment as required. If first aid is required ask the first aider to administer first aid.
- c) An Excelsia College employee completes Section 1 of the Excelsia College Incident Report. Indicate the incident outcome by ticking the relevant box in the Outcome section. If the incident has multiple outcomes, tick as many boxes as apply.
- d) Based on the incident outcomes, the following additional sections of the Incident Report must be completed:
  - i. **Nature of Injury (Physical Injury, Psychological Injury, Illness or Disease etc.)**  
Action: Complete Section 2 of the Incident Report for *each injured person*.
  - ii. **Risk Corrective Action Plan**  
Action: Complete Section 3 of the Incident Report for the risk corrective action plan.

**There are 2 factors you need to consider when determining the risk rating of the Hazard namely: The consequence of being exposed to the hazard and the likelihood this outcome will take place.**

**For consequences:** Refer below to assisting in selecting the consequence. ***What do you think is the most likely consequence of this hazard?***

**For likelihood:** Refer to the following table to assist in selecting the likelihood. ***How probable do you think it is that this consequence will take place?***

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Risk Rating		Consequence Rating			
		Catastrophic Fatality, permanent Disability or life-long Illness	Major Time off work or class	Minor First Aid Treatment	Negligible No injury
Likelihood Rating	<b>Almost Certain</b> (10+ Times per Year)	<b>A1</b>  CRITICAL	<b>A2</b>  CRITICAL	<b>A3</b>  HIGH	<b>A4</b>  MODERATE
	<b>Likely</b> (At least 1 Time per Year)	<b>B1</b>  CRITICAL	<b>B2</b>  CRITICAL	<b>B3</b>  MODERATE	<b>B4</b>  MODERATE
	<b>Unlikely</b> (Once every 100 Years)	<b>C1</b>  HIGH	<b>C2</b>  MODERATE	<b>C3</b>  LOW	<b>C4</b>  LOW
	<b>Rare</b> Only in extreme circumstances	<b>D1</b>  HIGH	<b>D2</b>  MODERATE	<b>D3</b>  LOW	<b>D4</b>  LOW

NSW legislation requires that foreseeable hazards are identified and where possible, the risks arising from these hazards are **eliminated entirely**.

#### Examples of Elimination:

- Removing faulty or hazardous equipment
- When designing a new work area, making sure furniture & fittings do not create ergonomic hazards

If you cannot eliminate these risks, you must reduce the risks to the lowest level possible, using the following Hierarchy of Controls:

#### 1. Substitution

This involves replacing the hazardous substance, equipment or process with a safe alternative.

Examples:

- Using water-based chemicals instead of solvent-based chemicals
- Use detergent instead of chlorinated solvent for cleaning
- Replace photocopier toner ink with sealed cartridges
- Replacing an unsuitable office chair with an ergonomic chair with proper lumbar support for lower back

#### 2. Engineering

This involves modifying a piece of equipment or work process, enclosing equipment, putting guards in place, to make it safer.

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Examples:

- Adding machine guards or lock-out devices
- Automatic cut-off switches

### **3. Administration**

This involves developing and implementing safe work procedures and introducing training for hazardous tasks. Please note this is a less effective control because it is reliant on people following the correct procedures and adhering to their training at all times. Consequently, elimination, substitution and engineering controls are preferred.

### **4. Personal protective equipment and clothing**

This involves safety glasses, footwear and hearing protection. As a control measure, personal protective equipment should be used a last resort, as its effectiveness is dependent on the individual take responsibility to wear the equipment or clothing.

**NOTE:** Wherever possible try to put controls in place that are at the top of this hierarchy (i.e. substitution), as these are the most effective controls. You can also implement more than one control at a time. E.g. Substituting a safer piece of equipment, but also provide training how to use the new piece of equipment.

- e) Submit online submission or original copy of the Incident Report to Director People and Culture.
  - f) Director People and Culture sends Incident Report to supervisor or Head of Department to review and sign section 1 of Incident Report, if not done prior.
  - g) Signed Incident Report is resent to Director People and Culture to complete Section 3, entering date received, internal notifications and ensuring form is discussed and signed by Chief Executive.
  - h) Director People and Culture ensures that any action written to stop this incident from happening again is implemented.
  - i) Any incident report that may lead to workers compensation or require insurance is sent to the insurance provider with 24 hours of incident having been occurred.
2. Incident Reports are mentioned in the WHS Committee Meetings, Management Committees and Board Meetings. WHS Committee proposes a future action to prevent a similar incident from re-occurring.
  3. Director People and Culture keeps a copy of the Incident Report in a secure location on site for a minimum of 5 years then archived off-site. Information from the Incident Report Form is entered in WHS Incident Report Progress.

## **References and Documentation**

Work Health and Safety Act 2011 (WHS Act)  
Work Health and Safety Regulation 2011 (WHS Regulation)  
Excelsia College Work Health and Safety Policy  
Incident Report Form

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